

OP-22.38, "Restrictive Housing Unit,"

SCDC POLICY

Change 1 to OP-22.38: 35.1; 35.2

Change 2 to OP-22.38: 1.4; 4.8.5; 11.5.1

NUMBER: OP-22.38

TITLE: RESTRICTIVE HOUSING UNIT

ISSUE DATE: NOVEMBER 5, 2015

RESPONSIBLE AUTHORITY: DIVISION OF OPERATIONS

OPERATIONS MANUAL: OPERATIONS

SUPERSEDES: SCDC POLICIES OP-22.11 & OP-22.12- NEW POLICY

RELEVANT SCDC FORMS/SUPPLIES: 18-1, 18-3, 18-39, 18-68, 19-7A, 19-7B, 19-10, 19-11, 19-20, 19-30, 19-34, 19-35, 19-67, 19-69, 19-85, 19-87, 20-18, E-3, S-29, ATTACHMENT A, APPENDIX A

ACA/CAC STANDARDS: 4-4235, 4-4239, 4-4249, 4-4250, 4-4252, 4-4253, 4-4254, 4-4255, 4-4256 through 4-4273

RELATED HEALTH SERVICES PROCEDURE: 300.8

STATE/FEDERAL STATUTES: NONE

PURPOSE: To outline management and administrative requirements related to the operation of Restrictive Housing Units (RHU) formally known as the Special Management Units (SMU) and/or Maximum Security Unit (MSU) within SCDC institutions.

POLICY STATEMENT: In order to maintain the safety and security of the general population, the staff, and the Agency, the SCDC will house those inmates requiring more intense behavioral levels of supervision and monitoring in separated areas herein referred to as Restrictive Housing Units (RHU) apart from the general population. To ensure that the inmate is placed in the least restrictive environment conducive to rehabilitation, to promote good behavior and conformance with Agency rules and regulations, to make available incentives to high risk inmates to recognize and encourage good institutional conduct and to provide privileges consistent with their assignment to particular behavioral levels within the RHU. (4-4249)

TABLE OF CONTENTS

SECTION ONE: RESTRICTIVE HOUSING UNIT INMATES

1. PLACEMENT IN SHORT TERM DETENTION (ST)
 2. PLACEMENT IN DISCIPLINARY DETENTION (DD)
 3. PLACEMENT IN SECURITY DETENTION (SD)
 4. BEHAVIORAL LEVEL REVIEWS
 5. PROCEDURE FOR RELEASE FROM SECURITY DETENTION
 6. APPEAL OF PLACEMENT IN SD
 7. DOCUMENTATION MAINTAINED ON INMATES IN ST/SD
- SECTION TWO: SUBSTANTIATED SECURITY RISK (SSR) INMATES

8. SUBSTANTIATED SECURITY RISK (SSR)
 9. PROCEDURES FOR PLACEMENT IN SSR STATUS
 10. EMERGENCY ADMISSION TO SSR
 11. SSR RESPONSIBILITIES
 12. RECORD KEEPING
 13. BEHAVIORAL MEDICINE REVIEWS OF INMATES ASSIGNED TO SSR
- SECTION THREE: PROCEDURES FOR RESTRICTIVE HOUSING UNIT (RHU)

14. RHU CORRECTIONAL OFFICER SECURITY CHECKS
15. RHU PERMANENT LOGBOOK
16. RHU INSPECTIONS AND STAFF VISITS
17. RESTRAINTS AND SECURITY PRECAUTIONS FOR RHU INMATES
18. TRANSPORTATION OF RHU INMATES OUTSIDE THE INSTITUTION
19. EDUCATIONAL REQUIREMENTS FOR RHU INMATES
 20. GRIEVANCE RIGHTS
 21. RELIGIOUS PROGRAMMING
 22. MEDICAL CARE
 23. MENTAL HEALTH REVIEWS
 24. LEGAL MATERIALS
 25. EXERCISE PRIVILEGES
 26. VISITATION
27. CORRESPONDENCE PRIVILEGES
 28. TELEPHONE CALLS
 29. TELEVISION
 30. CANTEEN PURCHASES
31. E.H. COOPER TRUST FUND
32. AUTHORIZED PROPERTY
33. UNAUTHORIZED PROPERTY
34. DAMAGE, DESTRUCTION, AND/OR MISUSE OF PROPERTY

| |
|-----------------------------------|
| 35. GROOMING STANDARDS |
| 36. MEALS |
| 37. USE OF FORCE |
| 38. NON-RHU INMATES |
| 39. USE OF CONTROL CELLS |
| 40. STAFF TRAINING AND ASSIGNMENT |
| 41. DEFINITIONS |

SECTION ONE: RESTRICTIVE HOUSING UNIT INMATES

1. PLACEMENT IN SHORT TERM DETENTION (ST):

1.1 The Warden/designee may confine an inmate in the Restrictive Housing Unit (RHU) in Short-term detention if the inmate falls into one of the following categories:

1.1.1 The inmate has behaved violently and aggressively while incarcerated and is a threat to the physical safety of other inmates or staff. This behavior includes possession of major contraband but is not limited to: Weapons that are capable of inflicting death; escape instruments or articles designed to specifically adopt for criminal use in escape attempt;

1.1.2 Actively involved in disruptive gang activity and is a confirmed leader, enforcer, disruptive core member or recruiter of a security threat group;

1.1.3 The inmate has escaped or attempted to escape from within a security perimeter and/or custody of direct supervision.

1.1.4 The Director or designee determines, based on specific objective criteria set forth in writing, that there is a significant risk that the inmate will cause physical injury to staff, other inmates, or members of the public if he/she is housed in general population, even at the highest security level.

1.1.5 The inmate's presence in the general population would create a threat to the safety, security, and/or order of the institution;

1.1.6 It is necessary to maintain the integrity of an investigation, i.e., to preserve the integrity of information either in the inmate's possession or another inmate's possession.

NOTE: If the inmate is confined in a RHU, and there are protective concerns for the inmate see SCDC Policy OP-22.23, "Statewide Protective Custody," for additional information.

1.2 The Warden/Duty Warden or an approved designee should carefully consider the circumstances of the charges, the security level of the institution, and the availability of Short Term (ST) detention beds when making the decision to place the inmate in the restrictive housing unit.

1.3 Short Term Detention can last up to thirty days. However, the inmate's placement in ST must be reviewed within 72 hours of initial placement, including weekends and holidays. If, at the end of thirty days,

it is determined the inmate needs to remain in segregation, the reason will be documented on the automated RHU review and forwarded to Central Classification for final approval. The Warden can approve a thirty day extension (for a total 60 days) in ST status.

1.4 If a thirty day extension is needed because the disciplinary hearing can not be heard within the first thirty days in ST, ~~Central Classification~~ the Deputy Director of Operations/Designee may grant a thirty day Short Term Detention extension. The extension memo will be requested via email by the Major or Supervisor (including Investigators) to the ~~Central Classification routing group~~ Office of the Deputy Director of Operations. The inmate will be given a legible copy of the memo. (Amended by Change 2, dated February 8, 2016.)

1.5 The Warden/Duty Warden or an approved designee will fill out SCDC Form 19-67, "Restrictive Housing Unit Placement/Extension," and get all necessary signatures. The inmate must be given the opportunity to sign the 19-67; but if the inmate refuses to sign the form, two (2) SCDC employees must witness the form to show that it was served to the inmate. The inmate must be given a legible copy of the completed 19-67 within 72 hours of his/her placement in ST. If the copy of the 19-67 that is given to the inmate is not legible, the Hearing Officer will provide the inmate with a legible copy. (Note: If the placement in ST was due to a disciplinary infraction, the procedures in SCDC Policy OP-22.14, "Inmate Disciplinary System," will also apply as they relate to the disciplinary charge/hearing.) Once an inmate is moved to ST, the RHU supervisor will ensure that the information for the inmate is entered on SCDC Form S-29, "RHU/PHD Log." Inmates who commit another offense while in ST will not be served a new SCDC Form 19-67.

1.6 Inmates placed in ST will be afforded the same property and privileges as Behavioral Level III inmates until such time that they are placed in Disciplinary Detention or in Security Detention (if applicable).

1.7 An initial seven (7) day review will be conducted by the Warden/security designee and the Classification Case Worker for inmates placed in Short Term Detention to ensure the disciplinary is proceeding in a timely manner as required by SCDC Policy OP-22.14, "Inmate Disciplinary System." The Warden/security designee and the Classification Caseworker will review the status of each inmate placed in Short Term detention every 30 days. (See OP-22.23, "Statewide Protective Custody" for procedures regarding inmates placed in Protective Concern status.) The Clinical Correctional Counselor (CCC) will be included as a committee member if the inmate has a mental health designation. The review will be documented on the RHU automated review and the SCDC Form 18-1, "Committee Docket."

1.8 If during the placement of the inmate on ST, he/she is transferred to Gilliam Psychiatric Hospital, the Department of Mental Health, an SCDC infirmary, or any other location outside the control of the Agency, his/her seven (7) calendar day time limit for the initial review will be suspended until the inmate is returned to ST.

1.9 Immediately following an inmate's placement in ST, the Classification Caseworker assigned to the RHU will be responsible for collecting the below listed information for the initial 7 day review. This review will be documented on automated RHU review on the SCDC intranet.

- A copy of the SCDC Form 19-67, "Restrictive Housing Unit Placement/Extension," which caused the inmate to be placed in PHD;
- A review of any Cautions/Separations and/or special needs; and
- A review of his/her 19-29A, "Incident Reports," and 19-69, "Disciplinary Report And Hearing Record".

1.10 SCDC Form 18-3, "Cell Assignment" will be used to determine the appropriate cell assignment for inmates who are double celled in RHU. See SCDC Policy OP-21.04, "Inmate Classification Plan," Section 46 for cell assignment procedures.

1.11 The Warden/Associate Warden is authorized to release an inmate from ST prior to a Disciplinary Hearing or the inmate's assignment to Security Detention. At the end of the thirty day period in Short term detention the Warden must: request a thirty day extension, release the inmate to the general population, request approval for security detention or transfer the inmate to a different institution.

2. PLACEMENT IN DISCIPLINARY DETENTION (DD):

2.1 DISCIPLINARY DETENTION: A Disciplinary Hearing Officer may assign an inmate to a RHU for a designated period of time as a result of a serious violation of conduct. The Disciplinary Hearing or Administrative Resolution will be subject to the same rules and restrictions as an inmate in Security Detention behavioral Level III, as written in this policy.

2.2 Disciplinary detention will not exceed sixty (60) days. Inmates on disciplinary detention will remain on behavioral level III. Inmates that display chronic disciplinary history or those that meet the criteria for security detention will be processed for placement in Security detention/Long Term Lock up status as outlined in Section 3 below.

2.3 In general, Disciplinary Detention is served day for day; however, the Warden/Associate Warden may, for purposes of bedspace management, release inmates to General Population early when the inmate has demonstrated good behavior during the term of Disciplinary Detention. The Classification Caseworker will conduct a custody review on the CLASSP prior to release to the general population. Only the Warden/Associate Warden is authorized to release an inmate from Disciplinary Detention.

2.4 When an inmate has served his/her term of Disciplinary Detention, it may be appropriate to continue his/her segregation from the general population if the inmate falls into one of the categories listed in Section 1.1 above except for 1.1.5 and 1.1.6. When this is necessary, the ICC should consider the inmate for placement in Security Detention.

3. PLACEMENT IN SECURITY DETENTION (SD):

3.1 Initial placement in Security Detention will be recommended by the ICC consisting of the Warden/Associate, Classification Caseworker and security designee, providing that the inmate meets the criteria as outlined in Section 3.2 below. This review will be recorded. The review will be held in a private

office setting and the inmate will be present and allowed to make a brief statement regarding his/her placement. The Clinical Correctional Counsel (CCC) will be included as a committee member if the inmate has a mental health designation. The review will be documented on the RHU automated review and the SCDC Form 19-1, "Committee Docket," and forwarded to Central Classification for final disposition. Inmates in Short term detention and Disciplinary detention status may be reviewed for placement in Security Detention.

3.2 The following procedures will be followed when an inmate is suspected or confirmed to have engaged in the sexual abuse or harassment of another inmate(s), and in the opinion of institution or agency officials the perpetrating inmate should be placed in Security Detention (SD) in order to protect other inmates.

3.2.1 Initial placement in Security Detention will be recommended by the ICC consisting of the Warden/Associate, Classification Caseworker and security designee, providing that the inmate meets the criteria as outlined in Section 3.3 below. This review will be recorded. The review will be held in a private office setting and the inmate will be present and allowed to make a brief statement regarding his/her placement. The Clinical Correctional Counsel (CCC) will be included as a committee member if the inmate has a mental health designation. The review will be documented on the RHU automated review and the SCDC Form 19-1, "Committee Docket," and forwarded to Central Classification for final disposition.

3.2.2 Central Classification will document their approval/disapproval on the custody review and in the PREAREVW screen. Upon receipt of a Central Classification decision, the institutional case manager/caseworker will make the appropriate entry in the CUST screen using the Reason Code for "Sexual Perpetrator".

3.2.3 Inmates in SD for this reason will be reviewed and the reviews documented as stipulated in agency policy. The decision to release an inmate from SD will be recommended by the ICC and approved by Central Classification. Central Classification will document their approval/disapproval on the custody review and in the PREAREVW screen. Upon receipt of a Central Classification decision, the institutional case manager/caseworker will make the appropriate entry in the CUST screen using applicable Reason Code.

3.3 Inmates approved for Long Term segregation status will be placed in Security Detention (SD). For the purpose of placement in security detention, the inmate's institutional behavior will be evaluated including the inmates historical institutional adjustment. The inmate will be placed in security detention if the inmate meets at least one of the following criteria:

3.3.1 The inmate has behaved violently and aggressively while incarcerated and is a threat to the physical safety of other inmates or staff. This behavior includes possession of major contraband but is not limited to weapons that are capable of inflicting death; ammunition that includes bullets, gunpowder, shots or shells; escape instruments or articles designed to specifically adopt for criminal use in escape attempt.

3.3.2 Actively involved in disruptive gang activity and is a confirmed leader, enforcer, disruptive core member or recruiter of a security threat group.

3.3.3 The inmate has escaped or attempted to escape from within a security perimeter and/or custody of direct supervision.

3.3.4 The Director or Deputy Director of Operations/designee determines, based on specific objective criteria set forth in writing, that there is a significant risk that the offender will cause physical injury to staff, other inmates, or members of the public if he/she is housed in general population, even at the highest security level.

3.4 Central Classification Review of Referral: Once the initial process is concluded at the institutional level, the Classification Case Manager/Designee will forward via e-mail the supporting documentation (Referral Packet) to Central Classification for final decision. The Classification Case Manager/Designee is responsible for creating a review that will PEND to Central Classification on the Restrictive Housing Unit Review Application.

3.5 Central Classification must receive all supporting referral packet documentation prior to the review for security detention placement. This information should include, but not limited to:

- History of current behavior;
- Specific reason for referral;
- Prior specific behavior related to recommendation;
- Chronology and specific dates of applicable events;
- Where the offender was housed;
- Other inmates and/or staff involved; and
- Copy of inmate's disciplinary history.

NOTE: The RHU Coordinator will order the inmate's Central record as part of the review process.

3.6 The Restrictive Housing Unit Coordinator will take action based on information provided in the referral packet and inmate's overall record. If the information or documentation provided is unclear or insufficient, the RHU Coordinator/Designee will contact the sending institution's Warden/Designee in order to obtain additional information.

3.7 The Restrictive Housing Unit Coordinator will make the determination as to whether an inmate should be approved for Security Detention within ten (10) working days following receipt of the referral.

3.8 The Classification Case Manager/Designee will be notified of the final disposition when the pending security detention review is closed out as approval (SD) or disapproved return to general population. The inmate will be given a disposition by the Classification Case Manager/Designee that will advise them of the final decision within seven (7) working days after completion of the review.

3.9 Restricted Housing Unit: Multi-Disciplinary Committee members with representatives from Division of Security, Division of Mental Health and Division of Classification and Inmate Records will review all initial RHU Coordinator security detention approvals on a quarterly basis. Information provided as outlined in Section 3.4 submitted for the RHU Coordinator review along with any written statement the inmate submits will be reviewed by the committee. The committee will vote on approval/disapproval of security detention placement. The inmate will receive a written disposition from the committee within ten (10) working days of the hearing.

3.10 Quorum: Chairperson and at least two (2) voting members. Each member will have one (1) vote and the majority vote will rule.

3.11 Agency Review: Inmates in Level Four (4): RHU- Step-Down Program and Level Five (5): Long-term Offender Program Security Detention (SD) placement will be reviewed every six (6) months by the RHU's Multi-Disciplinary Committee for possible release.

3.12 Appeal of Placement in SD: Inmates may appeal the decision of the RHU Coordinator and RHU's Multi-Disciplinary Committee through the inmate grievance system. See SCDC Policy GA-01.12, "Inmate Grievance System", for further information.

NOTE: If the inmate is confined in a RHU, and there are protective concerns for the inmate see SCDC Policy OP-22.23, "Statewide Protective Custody," for additional information.

4. BEHAVIORAL LEVEL REVIEWS:

4.1 The RHU ICC consisting of the Warden/Associate, Classification Caseworker and security designee will conduct behavioral level reviews. If the inmate has a mental health designation, the Clinical Correctional Counselor (CCC) will also serve as a member of the ICC.

4.2 If the ICC recommends placement in Security Detention, the ICC will also recommend the appropriate behavioral level at which the inmate will be initially housed and any other special conditions that will govern the inmate while he/she is housed in security detention, i.e., recreation/exercise precautions, special needs, etc.

4.3 Inmates placed in Security Detention will be present at this hearing and be given the opportunity to speak on his/her behalf, or present a written statement. The rules and regulations will be explained to the inmate, and he/she will receive a release plan recommendation within seven (7) working days of arrival.

4.4 A list of services available in RHU and privileges will be developed based on behavioral levels. Specific incentives available to inmates will differ between behavioral levels. Some incentives available to inmates in behavioral level IV and V will be consistent with the general population.

4.5 Generally, inmates approved for Security Detention will be placed in behavioral level III. Exceptions will be those inmates charged with escape with force, escape from a Level III institution, or assault on a staff member and/or inmate. These inmates will automatically be assigned to behavioral level II or Substantial Security Risk (SSR) status. (4-4252)

4.6 The inmate will be present for his/her 90 day behavioral reviews unless the inmate's behavior is not conducive to removal from his/her cell, or the inmate waives his/her right to appear at the classification hearing by completing SCDC Form 18-39, "Classification Waiver." The purpose of the ICC is to review the inmate for possible release, retention, increase or decrease of the inmate's behavioral level, or provide a release recommendation plan for future release. The committee must use objective written criteria in documenting its decisions. These reasons need to be specific. The Classification Caseworker will enter the behavioral level in the automated system. The inmate may be reviewed for advancement or release more frequently if his/her behavior warrants. (4-4254)

4.7 The inmate's record will be examined during each review. The ICC will have the authority to reduce or advance the inmate's behavioral level as appropriate based on the inmate's behavior while housed in RHU. The committee must use objective written criteria in documenting its decisions. These reasons need to be specific. The Classification Caseworker will enter the behavioral level in the automated system.

4.8 The ICC will review each inmate in Security Detention for advancement in behavioral level or release from RHU at the below listed intervals. Inmates will advance in behavioral levels based on service requirements at each level as well as successful completion of required standards such as their institutional conduct, personal hygiene, grooming standards and cell/housing sanitation. Behavior level reviews will be conducted every 90 days.

4.8.1 Behavioral Level I: Refers to Substantiated Security Risk (SSR)- The strictest degree of custody and control in RHU. Inmates in SSR status must successfully complete any class/counseling sessions required by staff, and remain disciplinary free in order to be advanced and considered for release from SSR status. SSR will have three (3) statuses to include:

- D- Disciplinary, poor behavior- Advancement will be approved after successful completion of 3-6 months service requirement.
- I- Improved- Advancement will be approved after successful completion of 6-12 months service requirement.
- R- Eligible for Release- Advancement will be approved after successful completion of 12 months service requirement.

4.8.2 Behavioral Level II to Behavioral Level III: Advancement will be approved after successful completion of 90-180 days service.

4.8.3 Behavioral Level III: Advance and release will be approved after successful completion of 6-18 months service.

4.8.4 Behavioral Level IV: Advance and release will be approved after successful completion of 6-18 months service.

4.8.5 Behavioral Level V: ~~Advance and release will be approved after successful completion of 6 months service.~~ Offenders can be retained in Behavioral Level V indefinitely, but will be considered for release every 6 months. (Amended by Change 2, dated February 8, 2016.)

5. PROCEDURE FOR RELEASE FROM SECURITY DETENTION:

5.1 The decision to release an inmate from Security Detention is recommended by the ICC and approved by Central Classification and will be based upon the inmate's overall disciplinary record and compliance with all Agency policies and procedures while in Restrictive Housing Unit. The inmate may submit a written statement regarding his/her placement. The Classification Caseworker will create a Custody Review for inmates approved for release. A copy of the disposition will be provided to the inmate. (4-4254)

5.2 The inmate will be evaluated for release using the following criteria:

- Disciplinary history while in the administrative segregation unit.
- After six (6) months disciplinary free, an inmate may be released from Security Detention status.
- STG activity while housed in the Restrictive Housing Unit.
- Confidential information received while housed in the Restrictive Housing Unit.
- Consideration of past criminal history.

5.3 The Classification Caseworker will document the review by the ICC on the automated RHU review screen and provide the inmate with a copy of its recommendation no later than 48 hours after the review. Central Classification will provide a disposition on the release of all inmates from Security Detention within 30 days of institutional recommendations.(4-4253)

5.4 Upon receipt of approval by the Central Classification to release an inmate from security detention, the Classification Case Manager/Worker will initiate a Custody Review in the automated Offender Management System indicating the recommended disposition. An inmate who is released will be appropriately classified to the general population. The Classification Case Manager/Worker will coordinate with Central Classification for bed space management purposes.

5.5 Inmates in RHU who continue to commit serious rules infractions may be recommended for placement in the Substantial Security Risk (SSR) Unit.

6. APPEAL OF PLACEMENT IN SD: In addition to appealing their placement in SD to the Warden and the RHU Coordinator, inmates may appeal the decision of the ICC and Central Classification through the inmate grievance system. See SCDC Policy GA-01.12, "Inmate Grievance System," for further information. (4-4248)

7. DOCUMENTATION MAINTAINED ON INMATES IN ST/SD: All documents described below on each inmate in ST, DD or SD, will be maintained in the inmate's institutional record: (These records will be maintained in a secured area outside of the RHU.)

7.1 A copy of the SCDC Form 19-67, "Restrictive Housing Unit Placement/Extension," to document the reasons for the inmate's initial placement in PHD;

7.2 Any incident report and/or disciplinary hearing records (SCDC Form 19-69, "Disciplinary Report and Hearing Record");

7.3 Staff notes and comments, to include, if necessary, SCDC Form 19-85, "Alternative Meal Service," and SCDC Form 19-20, "Restrictive Housing Unit Confiscation Report".

(NOTE: All mental health and medical review/screening notes will be maintained in the inmate's medical record.)

SECTION TWO: SUBSTANTIATED SECURITY RISK (SSR) INMATES

8. SUBSTANTIATED SECURITY RISK (SSR):

PURPOSE: To outline management and administrative requirements related to the operation of the SCDC Substantiated Security Risk Unit (SSR), a specialized housing unit for inmates who have demonstrated an unwillingness to conform to the rules and regulations of a Restrictive Housing Unit, who have been charged with violent criminal behavior committed while in the general population, and/or for whom emergency placement has been ordered by the Agency Director or the Deputy Director of Operations. In order to maintain the safety and security of the general population, staff and the Agency, the SCDC will house those inmates requiring the most intense levels of supervision and monitoring in a separate housing unit in Substantiated Security Risk (SSR) status apart from the general population.(4-4249)

9. PROCEDURES FOR PLACEMENT IN SSR STATUS:

As the initial step in the admission process, any inmate considered for assignment to SSR (other than an emergency placement ordered by the Agency Director or the Deputy Director of Operations) will be provided an institutional hearing by the Central Classification Committee. The inmate will be served a written notice, SCDC Form 19-10, "Notice of Review/Hearing," not less than forty-eight (48) hours prior to the hearing advising him why he is being considered for SSR status. At the hearing, the inmate will be given a chance to respond. The documentation notes taken and/or audio tape of the hearing will be included in the admission referral packet.

(NOTE: If an inmate's adjustment can be handled in a Restrictive Housing Unit [RHU], the inmate should not be recommended for admission to SSR.)

9.1 The referring institution will prepare an SSR Referral Packet. The SSR Referral Packet will include copies of documents assembled in the following order:

1. SSR Referral Memo (See Appendix A for format);
2. Offender Summary (CLASSINQ from the automated Offender Management System);
3. Disciplinary Documents/MINs that resulted in referral;
4. Mental Health Status Examination; and
5. Institution Hearing Documentation.

9.2 The SSR Referral Packet will be sent to the Division Director of Classification and Inmate Records (Chairperson of the SSR Review Board) who will do a preliminary review to ensure that the SSR Referral Packet is complete. (Incomplete or unsubstantiated requests will be returned to the requesting Warden.)

9.3 The SSR Review Board will consider inmates for SSR admission within 20 working days of receipt of the request from the referring Warden. Prior to the formal review, all documents referred to in Section 3.2, above, must be provided. A majority of the SSR Review Board must be present to consider recommendations. Upon completion of the Review Board's review/evaluation of all pertinent documentation, a majority vote is necessary to recommend placement in SSR. The Chair of the Review Board will document the reasons for the Review Board's recommendation in a written memorandum to the Deputy Director of Operations. The memo will be filed in the SSR Referral Packet and submitted to the Deputy Director of Operations.

9.4 During the review of the mental health status examination, if it is determined by the SSR Review Board that the inmate is in need of in-patient mental health care, he can be referred to Gilliam Psychiatric Unit and reviewed again upon his release.

9.5 The Deputy Director of Operations will review the SSR Referral Packet and will approve/disapprove SSR placement within 20 working days after receipt.

9.6 The Deputy Director of Operations will approve or disapprove the memo from the SSR Review Board. A copy of the Deputy Director of Operations' concurrence/non-concurrence for placement in SSR will be forwarded to the recommending Warden, Institutional Record, and Warden of Kirkland Correctional Institution. The original will be filed in the inmate's Central Record. The Deputy Director of Operations will send a letter to the inmate informing said inmate of his admission to SSR. Copies of both documents will be filed in the SSR Referral Packet which will be maintained by the Division of Classification and Inmate Records.

9.7 If approved for placement in SSR by the Deputy Director of Operations, the Kirkland R&E ICC will conduct a classification review to place the inmate in SSR status.

10. EMERGENCY ADMISSION TO SSR: In circumstances considered by the Agency Director or Deputy Director of Operations to be an emergency, inmates may be confined in SSR. The Deputy Director of Operations will be responsible for notifying the Kirkland Correctional Institution's Duty Warden of this

admission. All other steps as stated in Sections 9 - 9.3, above, will be expedited. (If, for security reasons, the sending institution is unable to complete step 3.1, prior to the inmate's transfer to SSR, then the inmate will be served notice and receive a hearing within seven (7) working days after arrival at SSR. The Warden of the sending institution and the Warden of Kirkland Correctional Institution will coordinate this.) If the sending institution fails to provide the necessary information as noted in Section 9.1, above, to the Division Director of Classification and Inmate Records within seven (7) working days, the Division Director of Classification and Inmate Records will report this to the Deputy Director of Operations. Unless a compelling reason is given, the Deputy Director of Operations may direct that the inmate be immediately returned to the sending institution.

10.1 REASONS FOR PLACEMENT IN SSR: The most common reasons for placement in SSR include, but are not necessarily limited to:

10.1.1 Violent escapes or escape attempts with force;

10.1.2 Violent resistance to apprehension;

10.1.3 Aggravated assault on staff or inmates.

10.1.4 Murder and/or attempt to commit murder while incarcerated;

10.1.5 Violent participation in a riot or other institutional disorder;

10.1.6 Seizing and holding a hostage or in any manner unlawfully detaining a person against his will;

10.1.7 The Director or Deputy Director of Operations/designees determination, based on specific objective criteria set forth in writing, that there is a significant risk that the offender will cause physical injury to staff, other inmates, or members of the public if he/she is housed in general population, even at the highest security level.

10.1.8 History of violent and assaultive behavior; and/or

10.2 REFERRING INSTITUTION'S RESPONSIBILITIES FOR TRANSFER TO SSR: Prior to transfer of an inmate to SSR, the Warden/designee of the referring institution will be responsible for ensuring that:

- An audit of the inmate's record is conducted by institutional classification staff, ensuring that all information is current. The record and documentation of all disciplinary infractions will accompany the inmate to SSR.
- All of the inmate's property is sent with the inmate to SSR at which time approved items will be authorized for his use. See SCDC Policy OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property," for information on the appropriate disposition of property that the inmate may not use while in SSR.
- A medical review for intersystem transfer is completed pursuant to Agency procedures relating to inmate health services. The inmate should have a medical screen accomplished upon arrival at the SSR.

11. SSR STAFF RESPONSIBILITIES:

11.1 Immediately upon an inmate's arrival at SSR, the Associate Warden/designee will ensure that the appropriate custody change is initiated and entered in the automated record system. A new photo ID will be made of the inmate. A new photo will also be placed in the inmate's central and institutional records. These photo IDs will be updated at least every three (3) years or when the inmate's appearance is altered (e.g., large gain/loss of weight).

11.2 The SSR Case Management Committee will manage the inmate's progress in SSR. The committee will review inmate behavior/progress every 90 calendar days. These meetings will be utilized to review an inmate's progress and to establish goals for the up-coming period. The Committee will make recommendations for corrective actions. The Case Management Committee will meet with the inmate to discuss the inmate's progress. Formal counseling will take place as part of the inmate's program and will be delivered by the appropriate discipline. The Classification Case Manager will ensure that these reviews are documented appropriately in the automated Offender Management System. (4-4253)

The review will be documented on SCDC Form 18-68, "Staff Memorandum," and will include, but not be limited to, such factors as:

- Daily cell inspections and/or shakedowns;
- Self-improvement actions (program participation);
- Relationships with staff;
- Personal grooming and appearance; and
- Adherence to instructions and standards of acceptable behavior.

11.3 Prior to progression from one behavioral level to the next, the inmate must meet the following minimum guidelines:

- Minimum time in behavioral level;
- An overall satisfactory rating on all the measured criteria; and
- Positive adjustment.

The inmate will be notified by memo of all behavioral level changes. A copy of these memos will be filed in the inmate's institutional record.

11.4 Inmates with incident-free records and compliance with Unit procedures, grooming, and sanitation standards will be advanced from behavioral level to behavioral level, subject to the following minimum time frames:

- The minimum assignment to SSR will be 12 months or until completion of sentence if that occurs first
- Inmates who are not compliant with unit rules and regulations will have all incidents of non-compliance documented utilizing SCDC Form 19-29, "Incident Report," SCDC Form 19-7A, "Cell Check Log," etc..
- If an inmate is reduced in behavioral level based upon unacceptable behavior or any rules violations, he/she must serve 90 days in that behavioral level before he/she can return to an advanced behavioral level.

11.5 Recommendation for Release from SSR:

11.5.1 Upon completion of 12 months minimum term and any appropriate extensions, and when the inmate has shown good behavior and progress in "R" Status for the previous six (6) months, the inmate will be ~~reassigned~~ recommended for release to a Restrictive Housing Unit (RHU) by the SSR Case Management Committee. The Case Management Committee will prepare the SSR Release Recommendation which will include: (Amended by Change 2, dated February 8, 2016.)

- SSR Referral Memo that approved the inmate's placement in SSR;
- Incident/Disciplinary reports received while housed at SSR;
- SSR Case Management Committee Review notes; and
- Mental Health Status Examination Report (prepared by assigned Mental Health Division staff).

11.5.2 The Case Management Committee will meet to evaluate the inmate. After evaluation, the Case Management Committee will send a recommendation to the Division Director of Classification and Inmate Records or designee (Chairperson of the SSR Review Board), who will do a preliminary review to ensure the SSR Release Recommendation Packet is complete. The Case Management Committee and the SSR Board must use, and document objective criteria to justify decisions.

11.5.3 The SSR Review Board will meet and recommend disposition to the Deputy Director of Operations within 30 working days of receipt of the SSR Release Recommendation Packet.

11.5.4 After reviewing the SSR Release Recommendation Packet, the Deputy Director of Operations will notify the Division Director of Classification and Inmate Records of the final decision within 20 working days. The Deputy Director of Operations will approve or disapprove the recommendation from the SSR Review Board.

11.5.5 If approved for release from SSR, Central Classification will notify the SSR Classification Caseworker and coordinate the move to an appropriate Level 3 RHU. (4-4254)

11.5.6 Once assigned to a RHU, the inmate will be placed in SD3 custody and reviewed every 30 days by the Warden in accordance with SCDC Policy OP-22.38, "Restrictive Housing Unit."

11.5.7 Before being released from the RHU, the Institutional Warden will contact the SSR Review Board for concurrence. If concurrence is given, the institution will contact Central Classification to assist in locating an appropriate housing assignment in the general population of a Level 3 institution.

11.5.8 Once released to the general population the inmate must remain in the general population in ME security/custody for at least one (1) full year before being considered for security level advancement.

12. RECORD KEEPING: All documents described below and any other documentation kept on each inmate housed in SSR will be maintained in the inmate's institutional record. The inmate records will be maintained in the institutional records office. In addition to the documents normally maintained in the institutional records, the following will be included:

- The referral request endorsed by the sending institution;
- SSR Referral Memo that documents approval for placement;
- Copies of all hearings which were part of the referral/placement process;
- Any incident/disciplinary reports the inmate receives while housed at SSR status;
- Staff notes and comments to include copies of SCDC Form 19-7A, "Cell Check Log," and, if necessary, SCDC Form 19-85, "Alternative Meal Service"; SCDC Form 19-2, "Inmate Property Inventory."
- Results and notes from all SSR Case Management Committee reviews;
- Offender Summary (CLASSINQ) from the Offender Management System; and disciplinary reports; and
- Any other pertinent information.

13. BEHAVIORAL/MENTAL HEALTH STAFF REVIEWS OF INMATES ASSIGNED TO SSR:

13.1 All inmates, as part of the intake and initial case management review at SSR, must be assessed by a behavioral/mental health staff member. Inmates classified as mentally ill will be assessed within 72 hours of initial placement. All inmates will be assessed within 30 days, with mentally ill inmates receiving a subsequent assessment, in addition to the initial 72 hours assessment. If confinement continues after completion of the 30 day assessment, a behavioral/mental health staff member will assess inmates classified as mentally ill every month, and assess No Mental Health (NMH) inmates every three (3) months. All mentally ill inmates will be assessed and evaluated in accordance with their level of care classification, or more frequently if deemed necessary. Assessments will be documented in the Mental Health Clinic (CCC) section of the Automated Medical Record.

13.2 A member of the Behavioral/Mental Health Division will conduct daily on-site staff rounds of SSR. Staff rounds will address and ensure the mental health and well-being of all assigned inmates. It is also intended that the assigned behavioral/mental health staff member develop a working relationship with SSR security personnel and remain sensitive to the stress associated with SSR duty. Daily Behavioral/Mental Health staff rounds will be documented in the SSR Logbook (bound logbook).

13.3 Behavioral/Mental Health staff members will immediately notify medical staff of the need for any mental health treatment for assessed inmates. If emergency treatment is needed, sections 2 through 3.3 of SCDC Policy HS-19.01, "Placement of Inmates on Crisis Intervention Status," will be followed. As part of the case management process, a treatment plan will be developed, and/or updated, and implemented by medical/mental health staff for the inmates who are classified as mentally ill . (4-4256)

SECTION THREE: PROCEDURES FOR RESTRICTIVE HOUSING UNIT (RHU)

14. RHU CORRECTIONAL OFFICER SECURITY CHECKS:

Correctional Officers assigned to the RHU will be required to conduct security checks and to personally observe each inmate at least every 30 minutes on an irregular, unannounced schedule. The time of each security check will be recorded in the RHU permanent log book and SCDC Form 19-7A, "Cell Check Log." (4-4257). The 19-7A will be kept on file in the Restrictive Housing Unit. In institutions with electronic surveillance systems, the Control Room Officer will check the monitor at least every thirty minutes and record it in the Control Room Log. (4-4257, 4-4260)

14.1 Inmates are required to stand and be fully dressed for formal counts. During formal counts in RHU, inmates who fail to stand for the count will automatically forfeit their next regularly scheduled exercise period. This will be documented on the SCDC Form 19-7A, "Cell Check Log." If the recreation period is forfeited, a staff member will verify that the inmate has a copy of Attachment A, "In-Cell Exercise Guide."

14.2 Cell searches will be conducted on a randomly scheduled basis. Cell searches must be recorded on both the SCDC Form 19-7A, "Cell Check Log," and in the RHU Logbook. Each cell will be searched at least once a week. (4-4192)

14.3 Specific institutional Post Orders will reflect detailed operating procedures relevant to the placement, control, and management of assigned inmates.

14.4 Recreation: On days that out-of-cell exercise privileges will be provided, security staff will contact each inmate to determine if he/she wishes to exercise. The inmate's decision will be recorded on the SCDC Form 19-7A, "Cell Check Log." If the inmate declines, the form will be marked with the letter "R" (Refused). If the inmate elects to participate, the form will be marked with a "Y" (YES). If the inmate is denied recreation due to inappropriate behavior, the form will be marked with an "I" (Ineligible) and a unit supervisor must initial by the "I". If outdoor recreation is not afforded due to inclement weather, then the form will be marked with the letter "N" (No). An inmate's decision to/not to participate is final and may not be changed after the security staff has recorded his/her decision and left the inmate.

14.5 Meals: Inmates are provided three (3) meals per day, Monday through Friday. On the weekends, inmates are provided two (2) meals a day (Brunch and Dinner). The inmate's decision will be recorded on the SCDC Form 19-7A, "Cell Check Log." If the inmate declines the meal, the form will be marked with the letter "R" (Refused). If the inmate elects to receive the meal, the form will be marked with a "Y" (YES).

14.5.1 If an inmate begins a hunger strike or refuses food, the RHU staff is responsible to initiate procedures outlined in SCDC Policy OP-22.33, "Hunger Strike/Extended Fast Plan."

15. RHU PERMANENT LOGBOOK:

The officer(s) assigned to the RHU Control Room will be responsible for maintaining a permanent logbook. The log book will be signed daily by the officer in the control room and the shift supervisor.

15.1 At a minimum, the log book will include:

- A record all admissions and releases;
- The name and number of each inmate admitted to the unit including the date, time, and reason for admission;
- Special medical or psychiatric problems or needs;
- All visits by staff or other visitors to include the purpose of the visit;
- Record of inspections;
- Observation of unusual behavior;
- Exercise participation and/or offering of exercise;
- Telephone use;
- Haircuts, shaves and showers;
- Telephone calls; and
- Transfers (4-4258,4-4260, 4-4263)

15.2 The log will also be used to document any exceptions to the regular schedule for laundry, barbering/hair care services, and when clothing, bedding, and linen are not exchanged on the same basis as inmates in the general population. These exceptions will only be permitted when found necessary by the senior official on duty, and any exception will be recorded in the RHU permanent log book and justified in writing.(4-4260, 4-4263)

16. RHU INSPECTIONS AND STAFF VISITS:

Monitoring of the RHU will be conducted on a regular basis. This monitoring enables responsible officials to observe and evaluate conditions of confinement, to include face to face interaction with confined inmates. The monitoring visits shall be conducted in accordance with the following schedule:

16.1 The Senior Correctional Officer Supervisor in charge of the RHU shall visit once each shift and conduct rounds of the RHU to ensure the health and well-being of inmates assigned to the same. Each visit will be logged into the RHU permanent logbook. (4-4258)

16.2 The Classification Caseworker assigned to the RHU will be responsible for making at least monthly visits to the RHU. Inmates in RHU with classification related questions/issues must submit their questions/issues to their classification caseworker utilizing SCDC Form 19-11, "Request To Staff Member." Classification Caseworkers will document RHU visits on the SCDC Form 18-68, "Staff Memoranda," of those inmates that they actually talk with. Inmates that cannot read/write will be seen by the caseworker to address their concerns.(4-4258)

16.3 The Behavioral/Mental Health staff will visit as requested by staff or by inmate request.

16.4 The Major will visit the RHU at least daily, when on duty.

16.5 The Warden and Associate Warden for Operations (or RHU Administrator) will make weekly visits to the RHU.

16.6 Documentation of visits: It shall be the responsibility of each individual to document in red ink their visit in the Control Room Log Book to provide a clear record of who visited the RHU.

17. RESTRAINTS AND SECURITY PRECAUTIONS FOR RHU INMATES:

The proper restraints and security precautions will be utilized whenever RHU behavioral level inmates are removed from, escorted, or placed back into their cells. All RHU inmates will be in full restraints when transported out of the institution. The following matrix will be adhered to:

| Custody Level | Restraints Required | Number of Employees/ Officers Required |
|---|--|---|
| Level I - Substantiated Security Risk (SSR) | Inmates in all SSR behavioral levels will be restrained with leg irons, security cuffs and/or belly chains with black box (hobble chain may be attached) with a leader chain attached whenever exiting their cell or when the cell door is unlocked. | A minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved by Major or above). |
| SD Behavioral Level II | Full Restraint 2-key system, i.e., maximum security cuffs (1-key style) with black box/lead chain/padlock; and belly chains and leg irons (other key style). | A minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved by Major or above). |
| Behavioral Level III (SD/DD/ST/SK) | Full Restraint 2-key system, i.e., maximum security cuffs (1-key style) with black box/lead chain/padlock; and belly chains and leg irons (other key style). | A minimum of two (2) certified officers, one (1) of whom will be of a supervisory rank of Sergeant or above (may be a corporal when necessary and as approved by Major or above). |
| Behavioral Level IV | Security cuffs. | One (1) certified officer. Inmate will be pat searched. |
| Behavioral Level V | No restraints while in assigned living unit. | One (1) certified officer on wing. |

17.1 An inmate assigned to the RHU will be strip searched any time that he/she exits or enters his/her cell except for Levels IV and V. These inmates can be pat/frisk searched. Strip searches can be randomly conducted.

17.2 Stab Proof Vests and Clear Face Shields Must be worn at all times by RHU staff, non-uniformed staff, and/or visitors while on duty, or present in the unit, during escorts of RHU inmates within the institution, or whenever inmate contact is required.

17.3 Keys are to be issued and carried as required by SCDC Policy OP-22.17, "Key Control." Keys are to be worn and maintained on an SCDC numbered lanyard and attached to the innermost belt of the employee, with the keys carried inside of the BDU pants pocket. NOTE: Keys will not be attached to a Karabiner, D-Ring, hook, etc. at any time.

17.4 Officers assigned to RHU will not possess any cell door keys, wing door keys and/or restraint keys during the night shift or at any time when inmate movement is not required (i.e. in some cases holidays, weekends, lockdowns, etc.). A supervisor, at the rank of Sergeant or above will be required to sign out any cell door keys, wing door keys and/or restraint keys during the night shift, or at times when inmate movement is not required. A supervisor must be present when inmates are restrained and removed from their cell for any reason. Officers may possess food flap/service window keys and necessary gate keys to perform required security and cell checks, and for escort purposes.

18. TRANSPORTATION OF RHU INMATES OUTSIDE THE INSTITUTION:

Inmates assigned to the RHU will be transported in SCDC vehicles or vans pursuant to the procedures outlined in SCDC Policy OP-22.10, "Transportation of Inmates Outside the Institution."

19. EDUCATIONAL REQUIREMENTS FOR RHU INMATES:

19.1 Eligibility for Earned Work Credits (EWCs)/Incentive Pay/Earned Educational Credits (EECs): Inmates in Behavioral Level I, II and III are not eligible to earn EWCs, Inmate Incentive Pay, or EECs.

19.2 Inmates assigned to Behavioral Level IV and V in RHU who wish to continue their education may fill out a SCDC Form 19-11, "Request to Staff Member," and will be provided with appropriate educational materials. Failure to complete and return required handout material will be documented by the Educational Coordinator who will provide this information to the ICC during review of the inmate's Behavioral Level or review for release from RHU. Inmates will not be allowed to accumulate these handout materials and must return them to the Educational Coordinator on the due date determined by the Educational Coordinator. (4-4273, 4-4255, 4-4258)

19.3 Library books will be requested from Library Services using SCDC Supply E-3, "Book Request." (4-4269, 4-4273)

20. GRIEVANCE RIGHTS:

The SCDC grievance mechanism (except for placement in SSR and/or denial of release from SSR) will be available to all RHU inmates in accordance with SCDC Policy GA-01.12, "Inmate Grievance System." (4-4284)

20.1 Inmates may appeal SSR placement or denial of release from SSR directly to the Agency Director. The written appeal must be initiated no later than ten (10) working days (Monday through Friday) after the inmate's admission to SSR. Specific reasons for the appeal must be given by the inmate. The Agency Director will respond to this appeal within 30 working days from the date of the appeal.

21. RELIGIOUS PROGRAMMING:

All inmates assigned to RHU will be allowed visitation by the institutional or Volunteer Chaplain at least once per week. Individual inmate requests to see a Chaplain will receive a prompt response. All religious programming will be in-cell. (4-4255, 4-4258, 4-4273)

22. MEDICAL CARE:

All inmates assigned to the RHU will receive health care and/or medication as needed in accordance with Agency health services policies/procedures. At a minimum, qualified medical personnel will be required to visit all RHUs at least daily to ensure the health and well-being of inmates. (4-4258, 4-4261)

23. MENTAL HEALTH REVIEWS:

23.1 All inmates, as part of the intake and initial case management review at RHU, must be assessed by a behavioral/mental health staff member. Inmates classified as mentally ill will be assessed within 72 hours of initial placement. All inmates will be assessed within 30 days, with mentally ill inmates receiving a subsequent assessment in addition to the initial 72 hour assessment. If confinement continues after completion of the 30 day assessment, a behavioral/mental health staff member will assess inmates classified as mentally ill every month, and assess NMH inmates every three (3) months. All mentally ill inmates will be assessed and evaluated in accordance with their level of care classification, or more frequently if deemed necessary. Assessments will be documented in the Mental Health Clinic (CCC) section of the Automated Medical Record.

23.2 Mental health professionals will immediately notify medical staff of the need for any mental health treatment for assessed inmates. A treatment plan will be developed and/or updated and implemented by medical/mental health staff for inmates classified as mentally ill. (4-4256, 4-4273)

24. LEGAL MATERIALS: Law Library Privileges/Legal Materials: Inmates will have access to legal materials and to available legal reference material. Refer to SCDC Policy GA-01.03, "Inmate Access to the Courts," for additional information. Each RHU inmate will be allowed to retain the amount of legal material that would fit into an 15" x 12" x 10" box. Any excess legal materials beyond an 15" x 12" x 10" box will be put into another box(es) (any size box may be used). NOTE: Legal material is only the materials dealing with an inmate's court cases, not personal mail, papers, pictures, etc. If an inmate mis-uses this box in any way, it will be removed, as outlined in OP-22.36, "Damage, Destruction & Abuse of Property." The inmate's

name, inmate identification number, and the number of the box (es) (e.g., 1,2,3, etc.,) will be written on the box that contains the excess legal materials and the box(es) will be sealed in the presence of the inmate. The box(es) containing the excess legal materials will be stored in the property room. No legal materials will be disposed of. When the inmate needs to use the legal materials stored in the excess legal materials box, he/she will complete an SCDC Form 19-11, "Request to Staff Member." The inmate must identify the number of the box he requires and the amount of time that he will need the box. In general, the inmate may be allowed to keep the box for five calendar days, however the box may be removed from the cell sooner if security or safety needs dictate. The box will be provided to the inmate in a timely manner upon receipt of his/her SCDC Form 19-11. The inmate is allowed to remove material from the box stored in his/her cell and exchange it with materials stored in the excess legal materials box. When the inmate is finished with the excess legal materials box, it will be re-sealed in the inmate's presence and returned to the property room. (4-4268, 4-4273)

25. EXERCISE PRIVILEGES:

Exercise periods outside the cells shall be available five (5) days per week, one (1) hour per day, weather permitting or unless safety and security reasons dictate otherwise. All inmates scheduled for exercise will be strip searched prior to being removed from their cell and at the conclusion of exercise except for Levels IV and V, strip searches on these inmates can be randomly conducted. (4-4255, 4-4270, 4-4273)

25.1 Inmates in Behavioral Level I/SSR participating in out-of-cell exercise will be restrained according to their status as outlined in section 4.8.1.

- D - Disciplinary, poor behavior - Full Restraints
- I- Improved - Belly chains only
- R- Eligible for Release - No Restraints

25.2 Behavioral Level II inmates will be exercised individually or with one (1) other Behavioral Level II inmate with the approval of the Unit Supervisor or other higher authority. Inmates may have their restraints removed once they are secured within the individualized exercise area. The inmate will be properly restrained prior to exiting the exercise yard.

25.3 Behavioral Level III inmates will be exercised individually or in groups with the approval of the Unit Supervisor or higher authority. Restraints will be removed once the inmate is securely inside the exercise yard and once he/she is returned to his/her cell. (4-4273)

25.4 Behavioral Level IV and Behavioral Level V inmates will be exercised in groups with the approval of the Unit Supervisor or higher authority. NOTE: Behavioral Level V inmates will be granted additional out of cell recreation time if staffing permits.

25.5 Disruptive behavior during out-of-cell exercise will result in suspension of this privilege for the remainder of that exercise period and for the next scheduled exercise period. If an inmate's behavior creates a serious threat to his/her own safety and security or the safety and security of others, the inmate's exercise privileges may be suspended for no longer than 7 days at a time. In such cases, the unit supervisor will ensure that the inmate has a copy of Attachment A, "Physical Fitness, An In-Cell Exercise Program." Any

inmate who does not stand for a formal count will automatically forfeit his/her next regularly scheduled recreation period. (4-4273)

NOTE: An officer may recommend that an inmate's exercise be suspended; however, a Lieutenant or higher must approve the suspension and place his/her initials next to the remarks on the form. Disciplinary action may be taken against an inmate in these cases as well.

26. VISITATION:

26.1 Legal Visits: Inmates may receive visits from their legal counsel pursuant to SCDC Policy OP-22.09, "Inmate Visitation." (4-4275)

26.2 Family Visit(s): Appointment and scheduling will be coordinated by the Associate Warden/designee. Visits will last for one (1) hour and will be dependent upon space, security, and staffing considerations. No more than two (2) approved visitors may visit at a time. All approved visitors must be over 18 years of age. NOTE: Only immediate family members as defined in SCDC Policy OP-22.09 will be allowed. The Associate Warden/designee for RHU may suspend, alter, or change without notice, any pre-arranged appointment for visiting purposes when security concerns or behavior problems require such action. This will be documented on SCDC Form 19-29A, "Incident Report," and in the RHU Log Book. (4-4260, 4-4267)

Note: The Warden may require visits with RHU inmates to be non-contact when facilities permit non-contact visits and a contact visit would create a security risk. (4-4267)

26.3 Behavioral Level I/SSR Inmates:

- Inmates in Level R Status will be eligible for one (1) inmate family visit per month.
- Inmates in Level I Status will be eligible for one (1) inmate family visit every 90 days.
- Inmates in Level D Status will not be eligible for any inmate family visits.

26.4 Behavioral Level II Inmates: No general visiting privileges with family members or friends.

26.5 Behavioral Level III Inmates: A maximum of two (2) visits per month with their immediate family members only (as defined by OP-22.09, "Inmate Visitation.") unless the inmate's visitation privileges were suspended as a result of a disciplinary offense or the immediate family member's visitation privileges have been suspended. Any inmate whose visitation has been suspended by the Major/Responsible Authority or the Hearing Officer will not be allowed visitation until the suspension expires.

26.6 Behavioral Level IV and Behavioral Level V Inmates: A maximum of three (3) visits per month with their immediate family members only (as defined by SCDC Policy OP-22.09, Inmate Visitation) unless the inmate's visitation privileges were suspended as a result of a disciplinary offense or the immediate family member's visitation privileges have been suspended. Any inmate whose visitation has been suspended by the Major/Responsible Authority or the Hearing Officer will not be allowed visitation until the suspension

expires. NOTE: Inmates in Level V will be permitted one (1) contact visit per month. This contact visit is considered one (1) of the three (3) visits noted above.

26.7 Clergy Visits: Will be allowed pursuant to SCDC Policy OP-22.09, "Inmate Visitation."

27. CORRESPONDENCE PRIVILEGES:

All inmates assigned to the RHU will be allowed to send and receive mail in accordance with SCDC Policy PS-10.08, "Inmate Correspondence Privileges." (4-4255, 4-4266)

28. TELEPHONE CALLS:

28.1 Inmates in Behavioral Level I/SSR Status:

- Inmates in Level R Status may earn the privilege of four (4) personal collect telephone calls per month
- Inmates in Level I Status will be eligible for one (1) personal collect call per month.
- Inmates in Level D Status will not be eligible for any personal telephone calls.

28.2 Inmates in Behavioral Level II are not allowed personal telephone calls.

28.3 Inmates in Behavioral Level III are allowed one (1) personal telephone call per week.

28.4 Inmates in Behavioral Level IV and Behavioral Level V are allowed two (2) personal telephone calls per week.

NOTE: Officers will be required to dial the number using the inmate's Personal Identification Number (PIN) to approved party. Officers may limit the duration of the call to less than 15 minutes to give other inmates the opportunity to make personal phone calls. (4-4271, 4-4272)

28.5 Legal Telephone Calls: All inmates will be allowed to place verified telephone calls to their legal counsel. For purposes of these procedures, "legal counsel" may consist of the inmate's attorney of record and/or paralegal(s). Inmate requests for attorney calls require 24 hours advance notice to allow for staff verification. Telephone calls will be scheduled and approved by the Captain, Lieutenant, or RHU Supervisor. Inmates must be able to demonstrate, and RHU staff will be responsible for verifying, that communication with the attorney by correspondence or visiting is not adequate, i.e., court deadline or other legal deadline. Attorney calls will be dialed by an Officer. Once verified, the call will not be monitored. NOTE: All telephone calls will be collect. Any deviation from this procedure will be documented in the inmate's record. Inmates may not be denied use of a telephone to make a star 22 call; however, such calls must be verified by staff. (4-4271, 4-4272)

29. TELEVISION:

Communal televisions will be stationed for view by inmates in Behavioral Levels IV and V. No televisions will be stationed for the access of inmates in any other behavioral level.

30. CANTEEN PURCHASES:

Note: The Commissary will issue essential and other authorized clothing, hygiene items, and writing supplies to indigent inmates in RHU according to guidelines established in SCDC Policy ADM-16.08, "Commissary Operations."

30.1 Behavioral Level 1, Behavioral II, and Behavioral Level III inmates do not have Canteen privileges.

30.2 Behavioral Level IV and Behavioral Level V will have canteen privileges to purchase a radio and a set of earbuds.

30.3 Inmates who possessed a radio prior to admission to RHU will not be required to repurchase a radio. Rather, the inmate's old radio will be removed from the inmate's duffel bag. Inmates must submit a "Request to Staff Member," SCDC Form 19-11, to the Unit Supervisor for this purpose. If an inmate is reduced to Behavioral Level I or II, the inmate will lose his/her privilege to have the radio for the duration of his/her time in the RHU. The radio will be stored in the inmate's duffel bag and the inmate will not be allowed to have it again until he/she is released from RHU.

NOTE: SCDC Form 20-18, "Personal Equipment Order Form," should be used by inmates to request the above items from the Canteen and to authorize deductions from an inmate's E. H. Cooper Trust Fund.)

31. E. H. COOPER TRUST FUND: Inmates will be allowed access to their E.H. Cooper Trust Fund to have funds withdrawn to be sent to a legitimate church for purposes of donation, to pay for legal copies and correspondence materials or to be sent an immediate family member currently on the inmate's approved visiting list. See SCDC Policy OP-22.09, "Inmate Visitation," for information concerning approved visitors and SCDC Policy ADM-15.12, "E.H. Cooper Trust Fund," for additional information.

32. PROPERTY: The following sections describe the type of property items for each inmate in RHU. In order to assist correctional personnel working in RHU, a separate, color-coded card will be completed for each inmate and affixed to the cell door or cell front. The color-coded card will indicate the inmate's assigned Behavioral Level and any pertinent restrictions applicable to the inmate.

32.1 ALL inmates in RHU may have the following property items:

| Item | Quantity |
|---|--|
| State-Issued Jump-Suit | 1 (4-4273) |
| Underwear | 2 Pairs (for females, a pair will consist of bra and panties) (4-4273) |
| Socks | 2 Pairs (4-4273) |
| Clogs (*One (1) pair of tennis shoes (bobos) will be 1 Pair issued in place of clogs if required size is unavailable) | |

| | |
|---------------------|---|
| Watch | 1 |
| Wedding Band | 1 |
| State-Issued Jacket | 1 (On an as-needed basis (weather permitting) for use while on outside recreation.) |
| Small Comb | 1 (4-4261) |
| Soap/3 in One | 1 Bar (4-4261) |
| Deodorant | 1 (4-4261) |
| Toothbrush | 1 (4-4261) |
| Toothpaste | 1 (4-4261) |
| Toilet Tissue | 1 Roll |
| Towel | 1 (4-4263) |
| Washcloth | 1 (4-4263) |
| Bed Sheets | 2 (4-4263) |
| Pillow | 1 (4-4263) |
| Pillow Case | 1 (4-4263) |
| Mattress | 1 (4-4263) |
| Blanket | 1 (During cold weather, as needed) (4-4263) |
| Laundry Bag | 1 |
| Bible/Qura'n | 1 Inmates can have a copy of the primary source book for their religion. (4-4269) |
| Kufi | 1 - Inmates who have been officially recognized as Muslim (receive the pork-free diet) will be allowed to have one kufi. * Muslim women can have a scarf to cover the head. See SCDC Policy PS-10.05, "Inmate Religion" for additional information on authorized religious items. |

Prayer Rug

1 - Inmates who have been officially recognized as Muslim (receive the pork-free diet) will be allowed to have one prayer rug. * A towel can be substituted if the inmate does not own a prayer rug. See SCDC Policy PS-10.05, "Inmate Religion" for additional information on authorized religious items.

Books

1 Book (in addition to the primary religious materials) from Library Services ONLY. The inmate must turn in one book to receive one new book. Books will be requested from Library Services using SCDC Supply E-3, "Book Request." (4-4269, 4-4273)

Photographs

3 - Inmate will select while he is packing his/her bag (If the inmate did not pack his/her own belongings, he/she will be allowed to go into his/her property bag for the purpose of obtaining photographs one (1) time only during his/her entire stay in RHU. The dimension of each photograph will not exceed four (4") inches by six (6") inches. Photographs must meet the standards outlined in SCDC Policy PS-10.08, "Inmate Correspondence.")

NOTE: Inmates in Levels IV and V will receive an additional jumpsuit, pair of underwear, pair of socks, towel and washcloth. The inmate will also be allowed to have three (3) books and ten (10) pictures. NOTE: Refer to the authorized property chart (above).

33 UNAUTHORIZED PROPERTY: Inmates in RHU will NOT have typewriters, televisions, ice chests, personal coffee pots, cosmetics, lamps, single outlet drop cords, instruments (of any type), nor metal fasteners of any type, i.e., paper clips, staples, etc. Any property item that the inmate is NOT allowed to possess in the RHU will be processed pursuant to SCDC Policy OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property."

33.1 Newspapers: Inmates in RHU will not be allowed to receive newspapers.

33.2 Electric Fan: Wardens are authorized at their discretion [unless an inmate's medical status requires] to permit inmates housed in RHUs that are not air-conditioned to possess electric fans provided they have exhibited positive behavior. For purposes of these procedures, "positive behavior" refers to those inmates in Behavioral level IV and V. An inmate who does not possess a fan may be authorized to purchase one [1] fan provided he/she has sufficient funds in his/her account. Inmates in Behavioral Level I or II will not be permitted to possess fans.

34. DAMAGE, DESTRUCTION, AND/OR MISUSE OF PROPERTY:

34.1 Inmates housed in RHU who damage, destroy, or misuse property may lose privileges and/or property items, as outlined in SCDC Policy OP-22.36, "Damage, Destruction and Abuse of Property". In addition, they may be decreased in their Behavioral Level as deemed appropriate by the ICC according to the following procedures: NOTE: This action can be taken in addition to formal disciplinary action being taken against the inmate pursuant to SCDC Policy OP-22.14, "Inmate Disciplinary System." In addition, inmates may be required to make restitution for the damaged/destroyed item pursuant to SCDC Policy ADM-15.01,

"Repayment of Costs by Inmates."

34.2 Anytime an inmate is found to have damaged, destroyed, or misused property, the unit supervisor may confiscate the property and will document this confiscation on SCDC Form 19-20, "Restrictive Housing Unit Confiscation Report/Review."

34.3 Misuse of Cups: Inmates who use cups to throw part of a meal to assault staff or other inmates will be prohibited from having cups in their cells for a period of up to 90 days. SCDC Form 19-20, "Restrictive Housing Unit Confiscation Report/Review," will be used by security staff to document this restriction. During this time, he/she will be allowed to drink water out of the sink in his/her cell. The inmate's behavior will be reviewed after thirty days by the Unit Lieutenant/designee; and, if approved, the inmate may be allowed to retain a cup in his/her cell. The Unit Lieutenant/designee's decision will be documented on SCDC Form 19-20. Repeated occurrences of similar behavior by an inmate will be handled similarly. Also, see Sections 29 through 29.6, and Sections 36.1 through 36.7, above for information about using the Alternative Meal Service.

34.4 All documented records concerning the misuse of property will be filed in the inmate's institutional record and may be used by the ICC to adjust an inmate to a more restrictive Behavioral Level assignment.

34.5 Inmates who use cups or other property items to throw other substances which constitute a health risk (e.g., feces, urine, etc.) or to assault staff or other inmates will be subject to the same restrictions as described above. In the event that substances thrown are verified to be bodily fluids, the inmate may also be criminally prosecuted pursuant to existing state statutes. In addition, such inmates may also be subject to control by utilization of the restraint chair. See SCDC Policy OP-22.01, "Use of Force and Restraints," for additional information. (4-4265)

35. GROOMING STANDARDS:

For security reasons, inmates in all behavioral levels of RHU will be required to adhere to grooming standards established in Agency Policy OP-22.13, "Inmate Grooming Standards." Inmates will wear clean clothes and dress as neatly as possible. Inmates are also expected to take care of their clothes, not give them away, tear or deface them, or flush them down the toilet. Inmates in all behavioral levels will be expected to be fully clothed during routine working hours (8:00 a.m. to 4:00 p.m.). (4-4283)

35.1 Inmates will be required to ~~shave and to maintain~~ be in compliance with SCDC Policy OP-22.13, "Inmate Grooming Standards." Inmates will not be allowed to grow or style their hair in any manner other than that authorized in OP-22.13. Inmates will be given forced haircuts or shaves by an SCDC employee if they refuse to comply with the haircut and shave policy. Forced haircuts or shaves are considered a use of force and must be videotaped pursuant to SCDC Policy OP-22.01, "Use of Force." Grooming services for inmates will be in compliance with SCDC Policy ADM-16.02, "Inmate Barbering/Beauty Services." (4-4262, 4-4263) (Amended by Change 1, dated December 16, 2015.)

35.2 Male institutions will have the option to have the inmates be shaved/trimmed when haircuts are given or be issued a disposable razor by security staff after he enters the shower. For those inmates who want to

have a beard and/or mustache, a clipper set will be available in the living area for the inmate to maintain their beard/mustache to the designated standard as outlined in SCDC Policy OP-22.13. If a razor is issued for females or males, it will be returned by the inmate to security staff before he/she leaves the shower. Razor restrictions can be imposed by the RHU Security Supervisor for security and/or mental health concerns. (4-4262, 4-4263) (Amended by Change 1, dated December 16, 2015.)

35.3 Inmates in RHU will be afforded the opportunity to shower three (3) times per week. Inmates in Level IV will be afforded the opportunity to shower five (5) times per week. Inmates in Level V can shower during their out of cell time. Inmates in SSR will be afforded the opportunity shower five (5) times per week. The inmate's decision will be recorded on the SCDC Form 19-7A, "Cell Check Log." If the inmate declines, the form will be marked with the letter "R" (Refused). If the inmate elects to shower, the form will be marked with a "Y" (YES). If the inmate is denied a shower, the form will be marked with an "I" (Ineligible) and a unit supervisor must initial by the "I".(4-4262)

35.4 To ensure appropriate sanitation and personal hygiene, RHU inmates who refuse to shower may be force-showered. Inmates may also be given forced haircuts or shaves if they refuse to comply with SCDC Policy OP-22.13, "Inmate Grooming Standards". All SSR inmates will receive, upon arrival and at least every 30 days thereafter, personal hygiene items at no cost. Any deviation from this practice must be documented on SCDC Form 19-29A, "Incident Report," by security staff. Any personal hygiene item used to impede security may be withheld and/or issued on an as-needed basis. (4-4262, 4-4263)

35.5 At male institutions, a designated inmate barber will perform barbering services for the inmates assigned to the RHU. At female institutions, an inmate may submit a request to have their hair cut, and a hairdresser will be provided. The inmate barber will be picked up by SSR staff, strip searched, restrained and taken to the SSR by van. All items will be thoroughly searched prior to entrance into the SSR. Once in the SSR, the restraints will be removed. The inmate barber will be issued a jumpsuit and clogs to be worn while cutting hair. The inmate barber will be escorted to the barber area of the unit and allowed to perform barbering services for the inmates assigned to the SSR. Upon completion, all items will be thoroughly searched. The inmate barber will be issued his uniform, will be restrained, and will be returned to the institution. Muslim inmates housed in the SSR will be provided with a method to remove body hair when required for observance of certain religious requirements once monthly. Haircuts and laundry schedules for inmates housed in SSR will be jointly developed by the Associate Warden and the Commissary Manager. Barber services will be provided weekly or an as-needed basis. (4-4262)

35.6 SSR inmates will shower within their cells. No less than five (5) showers a week will be given. Showers will be scheduled and water flow will be centrally controlled by unit employees. Clean clothes will be issued to inmates immediately preceding showers three (3) times per week.

35.7 Laundry Services: Inmate clothing will be laundered at least two (2) times per week. Sheets and pillowcases will be laundered one (1) time per week. Blankets will be laundered every two (2) months. SSR inmates Linens will be exchanged and washed once a week. (4-4263, 4-4340)

36. MEALS: All inmates in the RHU will receive normal institutional meals (full regular diets - except for coffee) unless a physician/dentist prescribes otherwise or authorization has been given to use an alternative meal service. An inmate can receive an alternate entree meal when prescribed by the Chaplain. See procedures in PS-10.05, "Inmate Religion".

36.1 ALTERNATIVE MEAL SERVICE:

The alternative meal service (Nutri-loaf) may be imposed upon the inmate for the following violations:

- Throwing food, food tray, cup, or utensils; collecting or throwing human waste or any unidentified substances by way of tray, cup, or utensils; refusing to return uneaten food; interfering with the feeding of any meal; or,
- Collecting, smearing, throwing, or otherwise exposing an employee to feces, urine, blood, or any other bodily fluid in any manner.

(NOTE: The use of Nutri-loaf is approved as an alternative meal service. If the institution does not have Nutri-loaf on hand and must order it from Food Services, the inmate may be served finger foods or a bag lunch as appropriate until the Nutri-loaf arrives.)

36.2 The alternative meal service must be approved in writing by the Warden (or an approved designee at the level of Major or above) and by a qualified medical professional. The qualified medical professional will be required to review any medical condition that may preclude the inmate from being placed on the alternative meal service. Section I of SCDC Form 19-85, "Alternative Meal Service," will be used for this purpose. (4-4264)

36.3 The use of the alternative meal service must be reviewed every forty-eight (48) hours by the Major or other higher authority and by a qualified medical professional. Each use of the alternative meal service cannot exceed seven (7) days. Section III of SCDC Form 19-85, "Alternative Meal Service," will be used to document these reviews. A copy of this form will be maintained in the inmate's Institutional Record.

36.4 If the inmate appears to need medical care, the officer **MUST** notify the nursing staff.

36.5 If the inmate engages in any of the behavior described above after being returned to regular meals, he/she may be returned to the alternative meal service for a period not exceeding seven (7) additional days following the procedures listed above. This additional period will begin at the time of the subsequent offense.

36.6 If an inmate continues to commit any of the violations described in Section 36.1 while he/she is being provided the alternative meal service, the inmate may be continued on the alternative meal service for an additional seven (7) days, provided that he/she is given regular meals for a period of twenty-four (24) hours prior to the start of his/her next alternative meal service period. The same procedures described in Section 36.2 above, will be followed to return the inmate to an alternative meal service. The 24-hour break will also be documented in the RHU permanent logbook.

36.7 Each inmate approved to be placed on the alternative meal service must be provided with written notification of the same. Section II of SCDC Form 19-85, "Alternative Meal Service," will be provided to the inmate for this purpose. (4-4264)

37. USE OF FORCE:

37.1 Use of force will be governed by SCDC Policy OP-22.01, "Use of Force," regarding use of force and restraints.

38. NON-RHU INMATES: Will not be allowed inside or near the unit with the exception of inmate workers responsible for cutting the grass around the unit or cleaning the front/soft inside of the RHU unit, other inmates assigned to perform specific maintenance or sanitation, or the inmate barber. These inmate workers who cut grass will be closely supervised by the Horticulture Correctional Officer and an RHU Officer. Those inmate workers who provide barbering services or other maintenance or sanitation services will be closely supervised by the RHU staff. The Warden or Associate Warden must approve all inmate workers assigned to tasks within the RHU.

39. USE OF CONTROL CELLS: Inmates in RHU who are a threat to self should be referred to the Mental Health Provider (MHP - if on duty) or to Medical Staff in accordance with HS-19.01, "Placement of Inmates on Crisis Intervention Status."

39.1 The Warden, Duty Warden, or Major may place an inmate in a control cell for up to 72 hours. Medical will be consulted to ensure this assignment will not negatively affect the inmate's health. This consultation will be documented by the institution's operational staff on SCDC Form 19-29A, "Incident Report." An inmate may be placed in a control cell when the inmate:

- Is a threat to others by his/her actions;
- Is deliberately causing damage to the cell;
- Is using items in the cell to cause damage to the cell or any part of the cell's facilities; and/or
- Is using items in the cell to disrupt operations in any manner.

39.2 The RHU Supervisor will ensure that regular checks are conducted as required by this policy and that the inmate is reviewed at 24 and 48 hours for possible release from the control cell. The only items that the inmate will be allowed to have in the control cell will be:

- One (1) pair of underwear;
- One (1) security blanket.

39.3 All other property will be placed in a duffel bag, inventoried, and secured in accordance with SCDC Policy OP-22.03, "Authorized Inmate Property and Disposition of Unauthorized Property."

39.4 The inmate will be released from the control cell when the Warden, Duty Warden, or Major determines the inmate is demonstrating compliance with institutional rules.

40. STAFF TRAINING AND ASSIGNMENT:

Only highly motivated and dedicated personnel will be selected and trained to work within RHU. Security staff must be certified prior to working in the RHU. Selected staff, both security and non-security, will be trained in the essential skills needed to work in and cope with the pressure and stress associated with a Restrictive Housing Unit. Such training will also include emphasis on the appropriate use of force mechanisms, techniques, and conflict management skills.

40.1 Personnel assigned to RHU shall be selected carefully and regularly evaluated by the RHU supervisory personnel. 18 to 24 hours of specialized departmental training will be developed to be taught to newly assigned staff of the RHU concerning rules governing its operation and the needs and problems typical of inmates in the RHU. The orientation and training must be documented. All RHU personnel will normally serve 18 months in the RHU. At the end of 18 months a review will be held to determine if the staff member needs to be rotated out. If he/she desires to stay another six (6) months, they will be re-assessed at the end of 24 months. If he/she decides they want to stay longer, approval must be obtained in writing by the Warden and the Deputy Director of Operations. Each Warden will be required to maintain an automated roster of RHU employees showing their length of service in RHU and documentation of these reviews at 18 and 24 months. This roster must be forwarded to the Deputy Director of Operations on a quarterly basis (January, April, July, and October). (4-4259)

40.2 Assignment of Positions and Staff:

40.2.1 Specific security and non-security positions will be identified and designated for assignment in the RHU.

40.2.2 The Warden/Designee of Kirkland Correctional Institution will be responsible for overseeing all operations of the SSR, to include position assignment and employee staffing.

40.2.3 Employees assigned to SSR will initially be assigned for 24 months. Extensions of assignment to RHU may be approved for twelve (12) months. In most cases, only one extension per employee will be approved. To request an extension, the Warden will submit a memo to the Deputy Director of Operations fully justifying the reasons for the extension. Any assignment exceeding 36 months will be approved by the Deputy Director of Operations. The Warden of Kirkland Reception and Evaluation/designee will be required to maintain a roster of SSR employees showing their length of service in RHU. This roster must be forwarded to the Deputy Director of Operations on a quarterly basis (January, April, July, October). Once an employee has rotated out of RHU, s/he should not be reassigned to any RHU for a period of one (1) year. Employees who complete their assignment and any approved extensions in the SSR may be reassigned to an open position with the appropriate classification at Kirkland or another institution within 30 miles of the SSR facility. (4-4259)

40.3 Filling of Vacant Positions: Positions will be filled only for a limited period of time (as identified above), and employee assignment will be considered temporary, not a permanent RHU assignment. The Recruiting and Employment Services Branch may be requested to assist the Warden with the announcement of available positions through the Agency's vacancy announcement process, or an individual may be

reassigned without announcement. Vacancy announcements must clearly indicate that the position is temporary and assigned to the RHU. The ultimate selection of any RHU employee will be the responsibility of the Warden. The Deputy Director of Operations will advise Wardens in the surrounding area that individuals may be rotated to other facilities upon completion of the 24 - 36 month (or less) period, and placement into facility positions will be mandatory.

40.4 Announced Positions: A vacant position may be announced through the Agency's vacancy announcement process as outlined in SCDC Policy ADM-11.28, "Applicant Selection Process." The vacancy announcement must clearly state that the assignment is for a limited period of time and that the successful candidate will be rotated to the same or another location within 24 - 36 months.

40.5 Unannounced Positions: An employee may also be selected for lateral reassignment into the SSR Unit at Kirkland without following procedures under the Applicant Selection Process: The Warden/designee will develop a fair and consistent process (such as E-Mail to each Warden for bulletin board posting) to notify employees of vacancies. The Division of Human Resources will make appropriate budget unit, program code, source of funding, etc., changes to the employee's records to show the employee's move to the SSR Unit.

41. DEFINITIONS:

Alternative Meal Service (Nutri-loaf) refers to a food product (in the form of a loaf) which provides and meets requisite dietary needs and requirements and is provided to inmates in place of regular meals under limited circumstances approved by the Warden/designee and qualified medical officials.

Institutional Classification Committee refers to RHU Caseworker, RHU security personnel and other staff members as appropriate. The Warden/Associate Warden and the Clinical Correctional Counselor (CCC) will serve as a member of the Institutional Classification Committee to give mental health assessments, housing and treatment recommendations if the inmate has a mental health designation.

Behavioral Levels refers to a series of five (5) degrees of control applied to the management of inmates housed in the RHU, as follows:

- Behavioral Level I/SSR refers to the strictest degree of custody and control. Assignment to Behavioral Level I status comes as a result of a demonstrated propensity for violence and/or unwillingness to conform to standards for behavior in Behavioral Level II. Additionally, inmates involved in an assault on any staff member or inmate, escape with force, or any escape from a Level III institution may be initially assigned to this Behavioral Level. While in this status, inmates will be managed with extreme caution and afforded only essential accommodations.
- Behavioral Level II refers to a stricter status in security detention intended for inmates who have demonstrated uncooperative and/or disruptive behavior that require a stricter degree of custody and control. Reduction to this behavioral level is based on unacceptable behavior demonstrated in behavioral level III. The minimum amount of time in this behavioral level is 90 days.

- Behavioral Level III refers to the beginning level of inmates entering RHU. These inmates have limited privileges while in this level. The minimum amount of time in this behavioral level is 90 days.
- Behavioral Level IV refers to a broaden status in security detention intended for inmates who have demonstrated cooperative behavior and gained a higher range of privileges. Advancement to this behavioral level is based on continued acceptable behavior demonstrated in behavioral level III. Inmates may be considered for the step down incentive program while in this status. The minimum amount of time in this behavioral level is six (6) months.
- Behavioral Level V refers to the broadest range of privileges in RHU. Advancement to this behavioral level is based on continued acceptable behavior in behavioral level IV. The minimum amount of time in this level is 90 days.

Short Term Detention (ST) refers to the temporary placement of an inmate charged with, or suspected of, a disciplinary violation in designated cells of a Restrictive Housing Unit.

Disciplinary Detention (DD) refers to a form of separation from the general population in which inmates committing serious violations of conduct regulations are confined pursuant to OP-22.14, "Inmate Disciplinary System."

Security Detention (SD) refers to the placement of an inmate who meets approved criteria in a restrictive housing unit (RHU) for an indeterminate time period.

Substantiated Security Risk (SSR) refers to a specialized unit which houses inmates who have demonstrated an unwillingness to conform to the rules and regulations of a Restrictive Housing Unit, who have been charged with violent criminal behavior committed while in the general population, and/or for whom emergency placement has been ordered by the Agency Director/Deputy Director of Operations. Because of the admission criteria and the rigid controls on behavior, inmates will not be eligible to receive Earned Work Credits, Earned Educational Credits, or inmate pay while assigned to SSR. The propensity for violent behavior represented by the SSR population requires extraordinary precautions. For that reason, the procedures contained herein are unique to SSR and on some issues will supersede SCDC policies intended for the general inmate population.

SSR Case Management Committee refers to the Committee that systematically reviews the behavior, programming needs, and level of inmates assigned to SSR status. The Kirkland Case Management Committee is responsible for reviewing the inmate at scheduled intervals and for approving an inmate's movement from one behavioral level to another. The SSR Case Management Committee is also responsible for recommendations to the SSR Review Board for releases from the SSR. The SSR Case Management Committee will consist of the Associate Warden, Major, or Captain of the SSR Unit, a Kirkland Classification Caseworker, and the assigned member of the Mental Health Division. The Associate Warden, Major, or Captain of the SSR will chair the Kirkland Case Management Committee. (NOTE: When necessary, members of the SSR Case Management Committee may be represented at called meetings by an approved representative. In the event that one of the Case Management Committee members will be out of work for an extended period of time, a designee from that area may serve on the Committee.) (4-4254)

SSR Referral Packet refers to the documentation on an inmate gathered by a sending institution and submitted to the Division Director of Classification and Inmate Records recommending admission to SSR.

SSR Release Recommendation Packet refers to the documentation on an inmate gathered by the SSR Case Management Committee and submitted through the SSR Review Board to the Deputy Director of Operations when an inmate is considered for release from SSR. SSR Review Board refers to the Board that reviews and makes recommendations to the Deputy Director of Operations on issues of inmate's placement and/or release from SSR. The SSR Review Board will be composed of the Division Director of Classification and Inmate Records (Chairperson), Operations Coordinator from the Division of Operations, Division Director of Security, Program Manager of the Mental Health Division, and the Warden of the Kirkland Reception and Evaluation Center. (NOTE: When necessary, members of the SSR Review Board may be represented at called meetings by an approved representative. In the event that one of the SSR Review Board members will be out of work for an extended period of time, a designee from that area may be appointed by the Agency Director.) (4-4254)

Qualified Medical Professional, for the purpose of this policy, refers to a physician, physician's assistant, LPN, RN, or nurse practitioner.

Qualified Mental Health Professional refers to staff assigned to the Division of Mental Health Behavioral/Mental Health & Substance Abuse Services who provide mental health services to inmates housed in SCDC institutions. Mental Health Professionals are normally referred to as Clinical Correctional Counselors within the institution (as well as psychologists in designated areas), but may also be referred to by their official Central Classification System title, i.e., Human Services Specialist II, Human Service Coordinator I and II, or Licensed Psychologist.

State Classification Committee (SCC) refers to those officials assigned to the SCDC Central Office responsible for the statewide management of bed space and approval for release and admission to the Restrictive Housing Unit.

SIGNATURE ON FILE

—
s/Bryan P. Stirling, Director

—
Date of Signature

ORIGINAL SIGNED COPY MAINTAINED IN THE OFFICE OF POLICY DEVELOPMENT

PHYSICAL FITNESS

AN IN-CELL EXERCISE PROGRAM

The South Carolina Department of Corrections has endorsed the following exercise program for those inmates who are, for whatever reason, required to remain in their cells most of the time (i.e., institutional lockdown, Restrictive Housing Unit, Substantiated Security Risk Unit, Death Row, etc.). The program is called Physical Fitness: An In-Cell Exercise Program for Inmates. In this program, the benefits of physical fitness are discussed, along with setting a schedule and staying on it, and, most importantly, the listing and explanation of those exercises that are appropriate for both men and women. This Attachment should be disseminated to inmates whenever they are confined to their cells or housing areas and are not authorized recreation.

INTRODUCTION:

Physical fitness involves a sound program of exercise. Exercise is important in improving respiration, circulation, digestion, and many other bodily systems. A good exercise program is a type of preventive medicine against breakdown of the human machine. Included are a few basic exercises for men and women that can be done in living areas and can be effective for personal fitness.

Inmates with medical problems or physical disabilities should have a consultation with a physician before attempting any physical exercise program. If you have not exercised for a long time, take it easy. Too active an exercise period can lead to physical set-backs. Start slowly and gradually increase the number of exercises.

Set a schedule and stick to it. Do not be rushed. Never exercise directly after meals. The best time to exercise might be in the morning when you first get up or an hour or so before you go to bed at night.

It is suggested that you gradually build up your exercise period. Do not try to do too much at first. When you first start your program, repeat each exercise only two (2) times, increasing by one (1) repetition every two (2) or three (3) days, until you reach your desired number. Space your sessions with deep breathing pauses of a few seconds. If there is not a clock available, time yourself by counting "one thousand one, one thousand two," etc., to the number of seconds desired.

It is recommended that each participant employ the three phases of physical fitness training (warm-up, conditioning and cool down) when using this In-Cell Exercise Program:

PHYSICAL FITNESS WARM-UP AND COOL DOWN EXERCISES:

A. Start with warming the body up by slowly walking/jogging in place for about one (1) minute, then move to rotational exercises.

1. NECK ROTATION: Rotate clockwise three (3) times, repeat in opposite direction three (3) times. (2 sets, 5 seconds each direction.)
 2. ARMS AND SHOULDERS ROTATION: Rotate the shoulders forward in a large circular motion, repeat in opposite direction. (2 sets, 5 seconds each direction.)
 3. HIP ROTATION: Rotate the hips clockwise while keeping the back straight, repeat in opposite direction. (2 sets, 5 seconds each direction.)
 4. KNEE AND ANKLE ROTATION: With hands above the knees, rotate the legs clockwise, repeat in opposite direction. (2 sets, 5 seconds each direction.)
- B. Then move to static stretches starting at the top of the body and working your way to the bottom. Hold each stretch a minimum of 20-30 seconds. In cold climate, hold stretches longer.

1. OVERHEAD ARM PULL STRETCH: (2 sets, 10 seconds each direction.)
2. CHEST STRETCH: (3 sets, 10 seconds each direction.)
3. UPPER BACK STRETCH: (3 sets, 10 seconds each direction.)
4. ABDOMINAL STRETCH: (3 sets, 10 seconds each direction.)
5. THIGH STRETCH: (2 sets, 10 seconds each direction.)
6. HAMSTRING STRETCH (STANDING): (2 sets, 20 seconds each direction.)
7. GROIN STRETCH (STANDING, SEATED OR SEATED STRADDLE): (2 sets, 20 seconds each direction.)
8. CALF STRETCH: VARIATION: TOE PULL: (2 sets, 10 seconds each direction.)

C. EXERCISE OR CONDITIONING (SEE INSTRUCTIONS BELOW)

EXERCISES FOR MEN:

1. TOE TOUCHES: From a standing position and keeping knees straight, bend forward and touch your toes, or go as far down as possible. Do not jerk or bounce in the stretched position. Repeat this six (6) times. Now unlock your knees and bend over again, this time concentrating on a maximum stretch for the lower back muscles. Repeat this exercise six (6) times also.
2. SIT-UPS: This is the most basic of all stomach exercises. It is suggested that you do the partial sit-up, with hang time as follows: Lie down with legs together, knees bent so that your feet are flat on the floor. Clasp your hands behind neck and bring your shoulders and upper back off the floor slowly, sitting up as far as possible. As the sitting position is reached, bring your arms forward and stretch them out in front to their limit. Hold this sit-up position for 10 seconds, then slowly return back to original position. Repeat this

exercise five (5) times.

3. **LEG LIFT:** Lying on your back, put your arms at the sides, palms down, your feet together and your legs straight. Now raise feet 18 to 24 inches, hold for five (5) seconds. Never bring your feet high enough to gain a resting position at the top of the raise. Now lower feet to within three (3) inches of the starting position. Your feet should not come to rest until the end of the exercises. Repeat this exercise five (5) times.

4. **REVERSE DIPS:** While lying on your back, place your hands on the edge of your bunk or some other secure furniture. With your elbows straight and in a vertical position stretch your legs in front of you (heels down). Keep your body straight and hips up, lower yourself down until your hips are only a few inches above the floor by bending the elbows, then push up until arms are straight again. Repeat five (5) times.

5. **PUSH-UPS:** Lie on the floor with your legs extended straight and your stomach facing the floor. Place your hands, palms down, on the floor about shoulder width (your arms should now be bent). Extend arms to a straight position. Now bending at the elbow, lower body to a position where nose is touching the floor. Keeping legs and back straight, return to a starting position. Start with five (5) to 10 push-ups, slowly working up to 25.

6. **KNEEBENDS:** Stand with feet about eight (8) inches apart. Hold arms straight in front at shoulder level for balance. Keep upper body straight as you lower hips to the seat level of a chair or a bunk. Return to an upright position. Repeat six (6) times.

7. **SIDE BENDS:** Stand up with your left hand against your left thigh. Now bend to the left until your fingertips are just below your left knee. Return to standing position. Now switch to the right side and repeat this procedure. Repeat this exercise to left and right side five (5) times. Increase this number as you progress.

EXERCISES FOR WOMEN:

1. **LEG STRETCHING EXERCISES:** This exercise is very easy to do. While lying down with feet together push one (1) leg down as though your are trying to lengthen it. Point your toes and feel the pull from your hips down to your heels. Hold this position for 10 seconds then relax. After a moment's rest, repeat the exercise with your other leg. Repeat this exercise six (6) times on each side. If this exercise is done in the morning, it may be repeated at night if you wish. After finishing the leg stretching exercise, get up slowly, and stretch once more with the arms above the head.

2. **KNEE BENDS:** Stand with feet about eight (8) inches apart. Hold your arms straight in front at shoulder level for balance. Keep your upper body straight as you lower your hips to the seat level of a chair or a bunk. Return to an upright position. Repeat six (6) times.

3. **CHEST EXERCISES:** Stand with your arms raised to shoulder level, elbows bent, and the heel of one hand pressing against the other. Move your arms to the right. Keep facing forward. Still pressing one (1)

hand against the other, move arms to the left.

4. HIP EXERCISE: Stand with your hands on your hips and raise your right knee. Stretch your right leg behind you. Complete your quota with your right leg, then repeat with your left leg.

5. BACK AND HIP EXERCISE: Stand with your legs apart and hands clasped behind your head. Bend forward, twist, and try to touch your right knee with your left elbow. Exhale as you bend down. As you straighten up, inhale. Repeat, trying to touch your left knee with your right elbows.

6. SUPPLENESS EXERCISE: Lie on your back, knees and arms bent, palms flat under shoulders with fingers in, feet apart. Pressing evenly with hands and feet, and moving knees forward, raise your hips, then your shoulders off the floor. In a continuous motion, raise your spine, evenly bending your shoulders and hips to a back-bend position. Avoid exaggerated bending in your lower-back region. This can be prevented by holding-in your stomach muscles in contraction.

7. BEAUTY STRETCH EXERCISE: Stand with your legs apart and your arms up over your head, with your fingers clasped and palms turned up. Stretch high and inhale. Keep stretching and slowly bend to the right, sliding against an imaginary wall. Exhale, stretch up again and inhale. Continue the motion, keep stretching, bend your body to the left, exhale. To loosen up every muscle of your body, bend forward and then relax a few seconds.

ISOMETRIC EXERCISES:

1. NECK EXERCISES:

A. Sitting or standing, with your fingers interlaced and your hands on your forehead, forcibly exert a forward push of your head while resisting equally hard with hands.

B. Sitting or standing, with your fingers interlaced and your hands behind your head, push your head backward while exerting a forward pull with your hands.

C. Sitting or standing, with the palm of your left hand on left side of your head, push with your left hand while resisting with your head and your neck. Reverse, using your right hand on the right side of your head.

2. ARM AND CHEST EXERCISES:

A. Standing with your feet slightly apart, flex your right elbow, close to your body with your palm up. Place your left hand over your right hand. Forcibly attempt to curl right arm upward, while giving equally strong resistance with the left hand. Repeat with your left arm.

B. Stand with your feet comfortably spaced, knees slightly bent. Clasp your hands, palms together, close to chest. Press your hands together and hold.

C. Stand with your feet slightly apart and your knees slightly bent. Grip your fingers with your arms close to your chest. Pull hard and hold.

CONCLUSION:

Although the exercises in this leaflet are designed for men or for women or as isometric, any or all might be beneficial to you. One should pick those exercises which can be accomplished without undue strain to your body, although your pulse and breathing rates should be increased when you are exercising. It is also important that you practice the steps involved in each exercise prior to trying to do the complete exercise or an exercise routine. "For your good health," remember that physical exercise is essential.

APPENDIX A

SSR UNIT REFERRAL MEMO FORMAT

SOUTH CAROLINA DEPARTMENT OF CORRECTIONS

MEMORANDUM

TO: SSR UNIT REVIEW BOARD

FROM: WARDEN'S NAME, NAME OF INSTITUTION

SUBJECT: SSR UNIT REFERRAL FOR INMATE (NAME), (SCDC NUMBER)

Inmate (full name), SCDC Number (), is recommended for placement in the Substantiated Security Risk Unit. The following information is provided:

Current Custody Level;

Offense/Charges That Caused The Referral;

Narrative Justification Supporting The Requested Action;

Supporting Documentation (List).

S/

-

(Warden's Name)